



**MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
TUESDAY, FEBRUARY 24, 2026
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
6:30 PM**

CALL TO ORDER

Chairperson called the meeting to order at 6:30 p.m.

ROLL CALL

The meeting convened with the following members present:

Brian Downey	Place 1
Kimberly Martinez	Place 2
Jacob White	Place 3

and

Julie Rodriguez	Civil Service Director/Human Resources
Alan Thomas	Asst. Fire Chief
Randy Barkley	Fire Chief
James Varelans	Police Lieutenant
Arthur Miner	Mayor
Lovie Downey	Council Member

ANNOUNCEMENTS

No announcements were made.

PUBLIC COMMENT

No requests for public testimony were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

REPORTS FROM STAFF

1. Randy Barley reported that vacant positions have been filled, and 3 Safer Grant candidates are expected to be filled from eligibility list from November.
2. Jullie Rodriguez welcomed Jacob White and thanked him for volunteering to serve on commission.
3. Julie Rodriguez announced Promotional Exams scheduled for Police Department. Corporal Exam is 04/28/2026 with assessment center 05/12/2026 and Sergeant Exam is 04/30/2026 with assessment center 05/14/2026. Currently we have one Sergeant vacancy, and we are expecting 1 more Sergeant vacancy, and 1 Corporal vacancy.

ACTION ITEMS

1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on November 25, 2025.

Member Kimberly Martinez made a motion to approve and certify the Civil Service Commission Meeting minutes. Member Jacob White seconded the motion. Chairperson Downey called for a vote.

Motion carried 3-0-0-0.

Ayes, Downey, White, Martinez

Nays: None

Abstain: None

Absent: None

2. Discuss and consider action on electing a Civil Service Commission Chairman and Vice Chairman as required by Local Government Code Chapter 143, Section 143.006 €.

Member Downey nominated Member Downey for Chairperson and Member Martinez for Vice Chairperson, and the motion was seconded by Member Martinez.

Motion carried 3-0-0-0.

Ayes, Downey, White, Martinez

Nays: None

Abstain: None

Absent: None

3. Discuss and Consider action to approve and certify the Watauga Police Department Entrance Exam List created on December 19, 2025.

Member Kimberly Martinez made a motion to approve and certify the Civil Service Commission Meeting minutes. Member Jacob White seconded the motion. Chairperson Downey called for a vote.

Motion carried 3-0-0-0.
Ayes, Downey, White, Martinez
Nays: None
Abstain: None
Absent: None

ADJOURNMENT

Chairperson Downey adjourned the meeting at 6:36 pm.

Approved: this 28 day of April, 2026

Signed: this 28 day of April, 2026

APPROVED:

/s/ Brian Downey

Brian Downey, Chairperson

ATTEST:

/s/ Julie Rodriguez

Juliet Rodriguez,
HR/Civil Service Director

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office.